

**FRATERNAL SOCIETIES**

**COMPANY NAME:** \_\_\_\_\_ **NAIC Company Code:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**REQUIRED FILINGS IN THE STATE OF:** NEW JERSEY **Filings Made During the Year 2004**

(1) Check -list	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE* *	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
		<b>I. NAIC FINANCIAL STATEMENTS</b>						
	1	Annual Statement (8 1/2"x14")	3	1	1	3/1	NAIC	Must be bound
	1.1	Printed Investment Schedule detail (Pages E01-E25)	3	1	xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 1/2" x 14")	3	1	0	5/15, 8/15, 11/15	NAIC	
	3	Separate Accounts Annual Statement (8 1/2"x 14")	3	1	1	3/1	NAIC	
		<b>II. NAIC SUPPLEMENTS</b>						
	10	Accident & Health Policy Experience Exhibit	3	1	1	4/1	NAIC	
	11	Interest Sensitive Life Insurance Products Report	3	1	xxx	4/1	NAIC	
	12	Investment Risk Interrogatories	3	1	1	4/1	NAIC	
	13	Long Term Care Experience Reporting Forms	3	1	xxx	4/1	NAIC	
	14	Management Discussion & Analysis	3	1	1	4/1	Company	
	15	Medicare Supplement Insurance Experience Exhibit	3	1	xxx	3/1	NAIC	
	16	Risk-Based Capital Report	1	1	0	3/1	NAIC	
	17	Statement of Actuarial Opinion	3	1	1	3/1	Company	
	18	Statement on non-guaranteed elements – Exhibit 5 Interr. #3	3	1	1	3/1	Company	
	19	Statement on participating/non-participating policies – Exhibit 5, Inter. #1	3		1	3/1	Company	
	20	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	
	21	Supplement to Valuation Report	3	1	1	6/30	NAIC	
	22	SVO Compliance Certification	3	1	1	3/1, 5/15, 8/15, 11/15	NAIC	Foreign cos file 3/1 only
	23	Trusted Surplus Statement	3	1	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
		<b>III. ELECTRONIC FILING REQUIREMENTS</b>						
	30	Annual Statement Electronic Filing	xxx	1	xxx	3/1	NAIC	
	31	March .PDF Filing	xxx	1	xxx	3/1	NAIC	
	32	Separate Accounts Electronic Filing	xxx	1	xxx	3/1	NAIC	
	33	Separate Accounts .PDF Filing	xxx	1	xxx	3/1	NAIC	
	34	Supplemental Electronic Filing	xxx	1	xxx	4/1	NAIC	
	35	Supplemental .PDF Filing	xxx	1	xxx	4/1	NAIC	
	36	Quarterly Statement Electronic Filing	xxx	1	xxx	5/15, 8/15 & 11/15	NAIC	
	37	Quarterly .PDF Filing	xxx	1	xxx	5/15, 8/15 & 11/15		
	38	June .PDF Filing	xxx	1	xxx	6/1	NAIC	
		<b>IV. AUDITED FINANCIAL STATEMENTS</b>						
	51	Accountants Letter of Qualifications	1	N/A	N/A		Company	If Applicable
	52	Audited Financial Statements	1	1	1	6/1	Company	
	53	Audited Financial Statements Exemption Affidavit	1	N/A	N/A		Company	If Applicable
	54	Independent CPA	1	N/A	N/A		Company	If Applicable
	55	Notification of Adverse Financial Condition	1	N/A	N/A		Company	If Applicable
	56	Report of Significant Deficiencies in Internal Controls	1	N/A	N/A		Company	If Applicable
	57	Request for Exemption to File	1	N/A	N/A	12/31/03	Company	Written
		<b>V. STATE REQUIRED FILINGS</b>						
	101	Certificate of Compliance	0	0	1	3/1	State	Retaliatory only
	102	Certificate of Deposit	0	0	1	3/1	State	
	103	Certificate of Valuation	0	0	1	3/1	State	
	104	Filings Checklist (with Column 1 completed)	1	1	1	3/1	State	
	105	Premium tax	N/A	0	N/A		State	
	106	State Filing Fees	1	0	1	3/1	State	See fee letter
	107	Affidavit of Filing	0	0	0	3/1	State	
	108	NJ Medicare Supplement Under 50 Plan	1	0	1	3/1		See Note O

\*If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and the NAIC and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state.

\*\*If Form Source is NAIC, the form should be obtained from the appropriate vendor.

		NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)	
	A	Required Filings Contact Person:	Margaret P. Shaw Telephone (609) 292-5350 ext 50099 e-mail: <a href="mailto:mshaw@dobi.state.nj.us">mshaw@dobi.state.nj.us</a>
	B	Mailing Address:	P.O. BOX 325 Trenton, NJ 08625-0325
	B-1	Address for delivery by UPS, FEDEX etc.	20 West State Street, 10 <sup>th</sup> Floor Trenton, NJ 08608
	C	Mailing Address for Filing Fees:	Same as above
	D	Mailing Address for Premium Tax Payments:	N/A
	E	Delivery Instructions:	All filings must be postmarked no later than the indicated due date. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.
	F	Late Filings:	Companies will be fined \$100 per day for a late filing.
	G	Original Signatures:	Original signatures required on all filings from domestic companies. Foreign companies should follow the instructions from the NAIC.
	H	Signature/Notarization/Certification:	President and Secretary, or in their absence, two principal officers must sign the annual statement.
	I	Amended Filings:	Amended items must be filed within 10 days of their amendment, along with an explanation of the amendments. If there are signature requirements for the original filings, same should be followed for any amendment.
	J	Exceptions from normal filings:	Foreign companies must supply a written copy of any exemption or extension received from its state of domicile at least 10 days prior to the filing due date to receive such from NJ. Domestic companies should apply at least 30 days prior to the due date.
	K	Bar Codes (State or NAIC)	Not Required
	L	Affidavit of Filing and Financial Statement Attestation	Not Required
	M	NONE Filings:	See NAIC Annual Statement Instructions.
	N	Filings new, discontinued or modified materially since last year:	None
	O	NJ Medicare Supplement Under 50 Plan	Mail to: NJ Medicare Supplement Under 50 Plan C/o Pool Administrators 100 Great Meadow Road, Suite 112 Wethersfield, CT 06109

**General Instructions  
For Companies to Use Checklist**

**Please Note:** This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will send mailing labels and other information to all companies but will not be sending their own checklist this year.

**Electronic filing is intended to include filing via the Internet or filing via diskette with the NAIC. Companies that file with the NAIC via the Internet are not required to submit diskettes to the NAIC.**

**Column (1) (Checklist)**

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when mailing information to the state.

**Column (2) (Line #)**

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

**Column (3) (Required Filings)**

Name of item or form to be filed.

The ***Annual Statement Electronic Filing*** includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investments schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The ***March .PDF Filing*** is .pdf files for annual statement data, detail for investment schedules and supplements due March 1.

The ***Separate Accounts Electronic Filing*** includes the separate accounts annual statement and investment schedule detail.

The ***Separate Accounts .PDF Filing*** is the .pdf file for the separate accounts annual statement and investment schedule detail.

The ***Supplemental Electronic Filing*** includes all supplements due April 1, per the *Annual Statement Instructions*.

The ***Supplemental .PDF Filing*** is the .pdf file for all supplements due April 1.

The ***Quarterly Electronic Filing*** includes the quarterly statement data.

The ***Quarterly .PDF Filing*** is the .pdf for quarterly statement data.

The ***June .PDF Filing*** is the .pdf file for the Audited Financial Statements.

**Column (4) (Number of Copies)**

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (E) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (E) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

**Column (5) (Due Date)**

Indicates the date on which the company must file the form.

**Column (6) (Form Source)**

This column contains one of three words: "NAIC," "State," or "Company." If this column contains "NAIC," the company must obtain the forms from the appropriate vendor. If this column contains "State," the state will provide the forms with the filing instructions (generally, on its website). If this column contains "Company," the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

**Column (7) (Applicable Notes)**

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.